

Skills Lab offers sessions in punctuation, grammar, spelling, writing

Seats are filling quickly in the Skills Enhancement Lab's fall cycle of half-day seminars. All of the presentations described below will be held from 7:30 to 11:30 a.m in room 31 of the Volpentest HAMMER Training and Education Center Administration Building on Horn Rapids Road. There is no charge for any of these popular sessions, but reserve a seat now by calling Kathy Dechter at the Skills Lab at 376-3250.

- **Painless Punctuation** — Thursday, Oct. 30. Participants will learn to cure comma-itis; use colons and semi-colons properly; handle exhausted apostrophes; tackle the lowly hyphen; review fragments, comma splices, and run-ons; and review must-know key rules.
- **Goof-Proofing your Grammar** — Thursday, Nov. 6. Participants will learn to recognize and deal with the most frequent grammatical goofs: pronoun problems; mangled modifiers; easily confused, misused, and abused words; proper use of who/whom, lie/lay, bring/take, who/which/that; pronoun-antecedent agreement; subject-verb agreement; parallel phrasing; and must-know key rules.
- **Successful Spelling** — Thursday, Nov. 20. If you sometimes have trouble deciding how to spell a word, even with a spell-checker, this practical session is for you. The workshop will review common spelling demons and help you learn to spell them correctly. You'll master the Terrible Ten — the 10 most often misspelled words — as well as clarify commonly confused words. You'll also learn crucial key rules for spelling over 4,000 words correctly. Best of all, you'll get memory tricks to help you remember what you learn.
- **Successful Business and Tech Writing** — Thursday, Dec. 4. This light-hearted workshop teaches the essentials of successful business and technical writing through relevant exercises. Learn effective ways to structure a document for impact, pinpoint audiences, identify purposes, organize information efficiently and clearly, eliminate gobbledygook, format documents for more impact and edit your own and others' work. In short, you'll learn to produce clear, readable documents that do the job right. Suggested prerequisites: Painless Punctuation and Goof-Proofing Your Grammar. ■

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Skills Lab offers sessions in punctuation, grammar, spelling, writing, cont.

The Skills Enhancement Lab is a partnership of the Department of Energy, Columbia Basin College and the Volpentest HAMMER Training and Education Center operated by Fluor Hanford. It helps workers improve their reading, writing, math and spelling skills. It is open from 12:30 to 4:30 p.m. on Tuesdays and Thursdays.

At the lab, experienced CBC faculty work privately with each student. They use workplace materials, texts, software programs, videotapes and audiotapes to enhance each person's learning style.

Tutoring is available in reading comprehension, speed-reading, spelling, vocabulary development, grammar, writing, communication, test-taking skills and math. No tuition is charged for the lab's services, which are entirely confidential and open to Hanford Site workers. Employees attend with their supervisor's permission and when their work schedule allows. Though hours are flexible, a minimum commitment of 1-2 hours per week is recommended.

In addition to classes, the Skills Lab also offers the free diagnostic evaluations listed below. All diagnostics last one to two hours and are offered by appointment only on Tuesday or Thursday afternoons at the Skills Lab, located in the Learning Resource Center, room 4, in the HAMMER Training Building. There is no charge or obligation, and all information remains confidential. To schedule an appointment for any service, call the lab at 376-3250.

- **Learning Styles — Left-Brain/Right Brain Inventory** — Do you struggle to retain and master new material on the job? Have you noticed that different people prefer different learning styles? Studies show that we learn and remember most efficiently when we take advantage of our preferred learning style. Often a few minor changes to our thinking, writing and studying processes can make a huge difference in how well we process and retain information. The Skills Lab offers a learning styles inventory to help you maximize your study potential. Afterwards, a CBC faculty member will discuss ways to apply the information to your work techniques.
- **Adult Basic Skills Diagnostic** — Are your basic math or verbal skills rusty? Does the boss complain that your written work could stand some improvement? To see how your basic skills measure up, the Skills Lab is offering a brief standardized survey of adult basic reading, writing, math and grammar skills. You can choose to take either or both math and verbal portions. After the assessment is scored, you can schedule a private conference with a CBC faculty member at the Skills Lab to discuss your results and learn simple ways to brush up your skills — either by using the Skills Enhancement Lab or on your own.
- **Gregg Reference Manual Diagnostic** — Those who want to master a more specialized area of punctuation, grammar or capitalization can arrange to take a diagnostic based on the *Gregg Reference Manual*, a well-respected handbook used on the Hanford Site as well as by major corporations across the United States. This is an excellent way to polish your skills with quotation marks, hyphens, semicolons and bullets.
- **Vocabulary Diagnostic** — There are more than 700,000 words in the English language, and no one ever knows them all. Beyond the 50,000 to 100,000 words needed for average adult communication, you can determine which words you need to actively use (or at least passively recognize) according to your own current interests and priorities. This brief assessment will help you to determine a course of action for steady vocabulary improvement. Further practice through programmed instruction can be arranged.
- **Spelling Diagnostic** — Assess your spelling skills on a quiz that diagnoses problems, and then points you to specific rules that apply. This assessment is based on *Better Spelling in 30 Minutes a Day* by Crosby and Emery. (Copies are available for students to borrow). Then confer privately with a CBC faculty member to learn how to boost your skills — either by using the Skills Lab or on your own. ■